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**GLORIA PARK PAVILION
APPLICATION FOR HIRE**

Postal Address: Blue Mountains City Council Locked Bag 1005 Katoomba NSW 2780

Please ✓ the appropriate box to indicate the hire areas you wish to hire.

Area 1: Meeting Room and Kitchen

Area 2: Female Dressing Room & Toilets

Area 3: Male Dressing Room & Toilets

Organisation Name: _____

Name of Applicant: _____

Address: _____

Home Phone: _____ Mobile: _____

Business Phone: _____ Fax: _____

Email: _____

Activity / Function: _____

Number of Attendees: _____ Age Bracket: _____

Formal Invitation: Yes No Alcohol: Yes No

Keys to be collected from: Katoomba OR Springwood

If more than two days of hire are required please write additional days and times on back of page using same format.

Day 1.	Day:	Date:
Set-up	From: AM/PM	To: AM/PM
Function	From: AM/PM	To: AM/PM
Pack-up	From: AM/PM	To: AM/PM
Day 2.	Day:	Date:
Set-up	From: AM/PM	To: AM/PM
Function	From: AM/PM	To: AM/PM
Pack-up	From: AM/PM	To: AM/PM

I/we acknowledge being of 18 years of age or over that I/we have received and read a copy of the Schedule of Conditions of Hire and I/we agree to the Schedule of Conditions of Hire and accept nomination as the person/persons in charge of the hall during the period of hire. I/we have completed and signed the Public Liability Insurance Form. Refer to attached.

Signed: _____ Date: _____

OFFICE USE ONLY

Receipt Number: _____ Date: _____ Per: _____

**GLORIA PARK PAVILION
PUBLIC LIABILITY INSURANCE FORM**

Name of Hirer: _____

Hall: _____

Date of Function: _____

Purpose of Function: _____

- Sporting Clubs, Incorporated Bodies, Associations, Commercial/for-profit businesses and/or individuals or groups who charge a fee for service provided, and/or an admission fee, are required to provide a Certificate of Currency as evidence of separate insurance.
- Regular hirers and casual hirers with Public Liability Insurance must supply a copy of their Certificate of Currency as part of their application to hire a Council facility.
- Minimum Public Liability \$5,000,000 (NB: \$10,000,000 preferred).
- Minimum Products/Food and Drink Liability (when applicable) of \$5,000,000 (NB: \$10,000,000 preferred)

PART A - ALL HIRERS TO COMPLETE

All hirers are required to complete Part A of this form

In consideration for the use of the above mentioned Facility, I/We, the Hirer, agree to indemnify Council against any claims caused by negligence of the hirer in connection with the use or occupation of the premises and this insurance shall not apply to negligence of the Council.

Signature: _____ **Date:** _____

Name: _____

Address: _____

Contact Number(s): _____

OFFICE USE ONLY

Received on behalf of Council

Name: _____

Signature: _____ **Date:** _____

This form, together with copies of Certificates of Currency, is to be retained for a minimum of 3 years.